
**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, MARCH 8, 2016
11:30 A.M.
ERIE COUNTY CONSERVATION DISTRICT
1927 WAGER ROAD
ERIE, PA 16509**

Chairperson McGoey called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:42 a.m., with the following present:

BOARD

James McGoey, Chairperson
Dave Robinson, Vice-Chairperson
Ralph DeRose, Member
Doris Gernovich, Member
Kim Stucke, Member

STAFF

Mike McNierney, Executive Director
Beverly Weaver, Deputy Director
Tonya Lutton, Administrative Assistant

PUBLIC COMMENT

No public comment.

MINUTES

On MOTION by Mr. Robinson, seconded by Mr. DeRose, the minutes of the Annual Meeting of January 12, 2016 were approved as submitted. AYES: ALL.

On MOTION by Mr. DeRose, seconded by Ms. Gernovich, the minutes of the Regular Meeting of January 12, 2016 were approved as submitted. AYES: ALL.

NEW BUSINESS

The Erie County Housing Authority (ECHA) is requesting board approval to prepare an application for submission to Housing and Urban Development (HUD) for the disposition of the Random Court Development. Mr. McNierney stated that the Random Court Development consists of 7 individual homes within the City of Corry. Due to the upkeep and turn over costs Random Court Development is not cost effective. Mr. McNierney added that ECHA is able to house the tenants more efficiently in other developments. Those units could be either Section 8 or other Public Housing units. The tenants are qualified for both Section 8 and Public Housing. Mr. McNierney also stated that the ECHA is responsible for relocation costs for the displaced tenants if Random Court Development were approved for disposition.

Mr. McNierney then explained that ECHA would request that net proceeds of the sale be used for improvements on other public housing buildings. This may include roof work, carpeting, and other general improvements to the units. Mr. Robinson asked that ECHA look at all possible options for the use of the proceeds that would best benefit the community and the ECHA program. Ms. Weaver then stated that the regulations are that there has to be actual improvements to the existing units with the proceeds from the sale. Ms. Stucke asked that the regulations be looked into to see what is possible and what would not be eligible use of the proceeds.

The process for the disposition of Random Court Development is likely to take an extended amount of time, Mr. McNierney stated. Ms. Weaver continued by explaining that a letter has been sent to the tenants for a meeting with them that would then give explanations and options. The next step in the process, explained Ms. Weaver, is that the Public Housing Authority (PHA) amendment plan will have to be accepted. At that point it could then take 3 to 6 months for HUD to approve the application once it is submitted.

Resolution 2016-1

A resolution of the Housing Authority of the County of Erie authorizing the Executive Director to prepare an inventory removal application to the United States Department of Housing and Urban Development (HUD) for PA087000002: Random Court Development, for disposition of seven units. A MOTION was made by Mr. DeRose to adopt Draft Resolution 2016-1. After discussion, Mr. DeRose rescinded the motion to adopt Resolution 2016-1 as submitted.

A MOTION by Mr. DeRose to approve Resolution 2016-1, seconded by Ms. Stucke, for the Erie County Housing Authority to approve the revised draft Resolution 2016-1 deleting reference to "and submit" and line "2) The Executive Director is hereby authorized to prepare an inventory removal application/disposition plan for PA087000002: Random Court Development". AYES: ALL.

Resolution 2016-2

A resolution of the Housing Authority of the County of Erie approving an additional waiting list preference to the Section 8 Administrative Policy. On MOTION by Ms. Gernovich to approve Resolution 2016-2 as submitted, seconded by Mr. DeRose. AYES: ALL.

Resolution 2016-3

A resolution of the Housing Authority of the County of Erie approving an additional waiting list preference to the Admissions and Continued Occupancy Policy (ACOP). Mr. DeRose made a MOTION to approve Resolution 2016-3 as submitted, seconded by Mr. Robinson. AYES: ALL.

Corry Community Development Block Grant Bid Awards

Mr. McNierney noted that ECHA manages the City of Corry's Community Development Block Grant (CDBG) Program. A storm water separation project was engineered and bid. The project begins on West Pleasant Street and goes up Center Street to Grove Street. There was a strong response to the project and 11 bids were received. The low bidder was Russell Standard with a bid of \$312,244. Urban Engineers reviewed the bids and recommends awarding to Russell Standard. A continuation of this project from Grove Street to Brook Street is planned in this year's pending CDBG application. After discussion, Mr. DeRose made a MOTION to approve the bid from Russel Standard Corporation, seconded by Ms. Stucke. AYES: ALL

ECHA Capital fund for paving / seal coating bid awards

Mr. McNierney states that Salsbury Building, Marvin J. Schick Apartments building, and Pleasant Manor are in need of paving. The bids were submitted in two ways. First it was submitted as individual parking lots then the bids were submitted for all of the parking lots combined. The low bidder was Cross Paving at \$71,100, per Mr. McNierney. After discussion, Ms. Gernovich made a MOTION to approve the \$71,100 paving bid from Cross Paving, seconded by Mr. DeRose. AYES: ALL.

Seal Coating bid awards

Mr. McNierney stated that he will have the bids for the seal coating at the next meeting. Bid tabs will be circulated to board members in advance of our May meeting.

FINANCIALS

Approval of bills

Mr. McNierney reviewed expenses for January to February 2016 and answered questions from the board. After discussion, Ms. Gernovich made a MOTION to approve the bills as submitted, seconded by Mr. DeRose, AYES: ALL.

STANDARD REPORTS

Ms. Weaver provided reports relative to the vacancies, applications, delinquencies, evictions and waiting lists for each development. She also reviewed the Section 8 Housing Choice Voucher Program number of leased units and applications received and informed the board that the waiting list was closed January 19, 2016 she then answered questions from the board.

UPDATES

- Mr. McNierney informed the board that he has received notices of past due property tax bills on parcels that were transferred to ECHA from CHA. After looking in to the matter, he discovered that the Erie County Tax Assessment Office required that ECHA submit an application for exemption for those parcels. The Quinn Firm handled the real estate transfers. They are working now to complete and submit the exemption requests to the Assessment board.
- Mr. McNierney discussed the implementation of new Horizon software to replace the Tenmast system. Horizon is less expensive and more user friendly. It is widely used by housing authorities similar in size to ours.
- Mr. McNierney noted that property and general liability insurance was moved to HAI from HARIE due to premium increases from HARIE. HARIE has invoiced for a termination fee which is being disputed.
- Mr. McNierney mentioned that board members could expect to receive a letter from Jacqueline Molinaro-Thompson, Director of the HUD Field Office for Public Housing in Pittsburgh, encouraging them to visit the HUD Exchange website and experience the material called "Lead the Way" designed specifically for housing authority boards.
- Mr. Pettit discovered a reporting error with regard to electric consumption that has been corrected and will save money.
- The number of tenant direct rent payments are increasing. Barnett is nearing 50% participation, Center Place is at 81% and Pleasant Manor is at 70%. This has proven convenient for tenants and saves processing time internally.
- Mr. McNierney reminded board member of the requirement to complete the State Ethics Forms each year for the previous years' service. They are due each year before the first of May.

ADJOURNMENT

There being no other business and ON MOTION by Mr. DeRose, seconded by Mr. Robinson, the Erie County Housing Authority adjourned the regular meeting at 1:00 p.m. AYES: ALL.